

JOB ANNOUNCEMENT ZONING ADMINISTRATOR

Grantsville City is accepting applications for its full-time Zoning Administrator. Applicant must have graduated from high school. A Bachelor's degree in Urban Planning, Business Administration, or a related field or three years municipal experience in land use management, planning, and administration skills are preferred.

Applicant must interpret and enforce Grantsville City zoning ordinances, and issue opinions and reports. Perform a variety of professional and technical land use functions as needed to assure the City's Land Use Management and Development Code is current and is consistently and fairly administered and all aspects of the Zoning Department is managed and private property rights maintained in a responsible manner. Selected applicant shall be responsible for the supervising of clerk positions and is responsible for payments and deposits of City funds.

Applicant must accept, review and process all land use applications including, but not limited to: major and minor subdivisions, subdivision amendments, boundary adjustments, Board of Adjustments hearing requests, C.U.P.s (commercial, animal, and home occupations, multi-housing, communication tower, CD zones), P.U.D.s (commercial and residential), rezonings, General Plan amendments, non conforming use letter requests and requests for written verification on a variety of other issues.

Applicant must ensure the updating of all City zoning maps and codes including: zoning map, general plan map, public safety map, street map, census maps, Grantsville Land Use Management and Development Code, general plan, street master plan, and technical standards. Prepare and manage all aspects of Planning Commission and Board of Adjustments meetings, and acts in an advisory and administrative capacity to both boards. Review building permit site plans for zoning compliance. Prepare and administer grant applications and have extensive knowledge of the principles and ordinances of land use, planning, and development.

Applicant must have a basic knowledge and understanding of address grids and accepted engineering standards and practices. Have excellent written and oral presentation and communications skills and have proficient computer and word processing skills. Supervising experience is preferred.

Compensation for this position will be negotiated based on qualifications and experience, within a salary range between \$45,000 to \$50,000, plus benefits.

Applications including a resume and at least three references must be submitted to Sue Gustin, Grantsville City Personnel Director, **no later than 3:00 p.m. on May 2, 2014** at 429 East Main Street, Grantsville Utah 84029 or by an email submission to sgustin@grantsvilleut.gov. More information can be found at www.grantsvilleut.gov. Grantsville City would like the successful applicant to begin work on May 23, 2014. Grantsville City is an equal opportunity employer.

Dated this 21st day of April, 2014.

Susan Gustin - Grantsville City Personnel Director